Data Element	Acceptable Codes	Description & Definition	Guidelines

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Appendix H – Custom Labels and Fields

Data Element	Acceptable Codes	Description & Definition	Guidelines
On Hour	0 - 2080	Up to Four-digit number indicating the number of on-duty hours training reported to the quarter hour.	In most cases, Saturday's and Sunday's are considered off-duty hours. For academic classes, hours are computed by number of credit hours times the term. Quarter Hour Term = 11 weeks Semester Hour Term = 15 weeks If there are no direct or indirect costs involved, at least 1 hour **must** be reported in this field
Off Hour	0 - 999	Up to three digit number indicating the number of off-duty hours of a completed instance of training.	
Purpose of Training	01 - 06	One Character numeric code.	ERHI Data Field
	01 02 03 04 05	Mission/Program Change New Work Assignment Improve Present Performance Future Staffing Needs Develop Unavailable Skills	

Data Element	Acceptable Codes	Description & Definition	Guidelines
	06	Retention	
Type of Training		Two character Numeric code	ERHI Data Element
		Indicates training program area and emphasis of the training.	Refers to subject matter of training, **not the position of person trained**.
	01	<u>Training Program Area</u>	When using Code 01, Type of Training Sub-Code must be 01-19.
		Functional or specialized training programs	
	02	<u>Developmental Training Program Area</u>	When using Code 02, Type of Training Sub-Code must be 20-29
		Formal developmental/training programs	
	03	<u>Basic Training Area</u>	When using Code 03, Type of Training Sub-Code must be 30-39
		Fundamental and/or required training programs	
Type of Training Sub-Code		Two character numeric code used in conjunction with the Type of Training code.	ERHI Data Element
		Indicates principal subject matter and emphasis of the training.	Refers to subject matter of training, **not the position of person trained.**
	01	Legal	Can only be used with Type of Training code 01.
		Education or training in the concepts,	

Data Element	Acceptable Codes	Description & Definition	Guidelines
		principles, theories, or techniques of law.	
Type of Training Sub-Code (Continued)	02	Medical and Health Education or training in the concepts, principles, theories, or techniques of medicine.	Can only be used with Type of Training code 01.
	03	Scientific Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.	Can only be used with Type of Training code 01.
	04	Engineering and Architecture Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.	Can only be used with Type of Training code 01.
	05	Human Resources Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing. .	Can only be used with Type of Training code 01.
	06	Budget/Finance Business Administration	Can only be used with Type of Training code 01.

Data Element	Acceptable Codes	Description & Definition	Guidelines
		Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.	
Type of Training Sub-Code (Continued)	07	Planning and Analysis	Can only be used with Type of Training code 01.
		Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.	
	08	Information Technology	Can only be used with Type of Training code 01.
		Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency propriatory sytem.	
	09	Project Management	Can only be used with Type of Training code 01.
		Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.	
	10	Acquisition	Can only be used with Type of Training code 01.

Data Element	Acceptable Codes	Description & Definition	Guidelines
		Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.	
Type of Training Sub-Code (Continued)	11	Logistic Specialty Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.	Can only be used with Type of Training code 01.
	12	Safety and Security Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.	Can only be used with Type of Training code 01.
	13	Clerical (Non-supervisory clerical/administrative) Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.	Can only be used with Type of Training Code 01
	14	Trade and Craft Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.	Can only be used with Type of Training code 01.
	15	Foreign Affairs Training for professional skills of a specialized nature in the methods and techniques	Can only be used with Type of Training code 01.

Data Element	Acceptable Codes	Description & Definition	Guidelines
		of such fields as foreign languages, foreign culture, diplomacy, strategic studies.	
Type of Training Sub-Code (Continued)	16	Leadership/Manager/Communications Courses Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coureswork.	Can only be used with Type of Training code 01.
	17	Reserved for futire use	
	18	Reserved for futire use	
	19	Reserved for future uses	
	20	Presupervisory Program Development/training program for non-supervisors	Can only be used with Type of Training code 02.
	21	Supervisory Program Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.	Can only be used with Type of Training code 02.

Data Element	Acceptable Codes	Description & Definition	Guidelines
	22	Management Program Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)	Can only be used with Type of Training code 02.
Type of Training Sub-Code (Continued)	23	Leadership Development Program Formal developmental program that provide leadership training and development opportunities.	Can only be used with Type of Training code 02.
	24	SES Candidate Development OPM-approved program to prepare potential SES members	Can only be used with Type of Training code 02.
	25	Executive Development Continuing development for leaders above the GS-15 level	Can only be used with Type of Training code 02.
	26	Mentoring Program Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.	Can only be used with Type of Training code 02.

Data Element	Acceptable Codes	Description & Definition	Guidelines
	27	Coaching Program	Can only be used with Type of training code 02.
		Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives.	
Type of Training Sub-Code (Continued)	28	Reserved for futire use	
	29	Reserved for future uses	
	30	Employee Orientation	Can only be used with Type of Training code 03.
		Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.	
	31	Adult Basic Education	Can only be used with Type of Training code 03.
		Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.	
	32	Mandated Training	Can only be used with Type of Training code 03.
		Mandatory training for all employees Government wide. This includes training required by law and/or regulation; such as ethics, information system awareness, safety or health.	
	33	Work-life	Can only be used with Type of Training code 03.

Data Element	Acceptable Codes	Description & Definition	Guidelines
		Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).	
Type of Training Sub-Code (Continued)	34	Soft Skills	Can only be used with Type of Training code 03.
		Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).	
	35	Agency Specific	Can only be used with Type of Training code 03.
		Agency specific required training that is not addressed in Training Program Type 01. This training type does include IT training on agency proprietary system.	
	36-39	Reserved for future use	Can only be used with Type of Training code 03.
Source of Training		Two digit alpha-numeric code used to indicate the source of the training.	
	01	Government - Internal	
		Training provided by a Federal department, agency, or independent establishment for its own employees.	
	02	Government - External	

Data Element	Acceptable Codes	Description & Definition	Guidelines
		Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employees the trainee.	
	03	Non-governmental	
Source of Training (Continued)		Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not governement employees, but are contracted to develop and/or provide training course or program.	
	04	Government State/Local	
		Training provided by a State, county or municple government except education provided by State-operated or other public educational institution which is reported as non-govenment	
	05	Foreign Governments and Organizations	
		Training provided by non United States entities which may or may not be outside the United States	
Special Interest Code		Two digit alpha-numeric code indicating whether training was part of a Planned Action in support of a "High Interest" program area.	Always 0A if no special program.
	0A	No Special Program	
	0E	Continuing Education Program (CEP)	Training to advance potential of non-professionals.
	0G	Growth Opportunity (GO)	Program for non-professionals to

Data Element	Acceptable Codes	Description & Definition	Guidelines
		move into para-professional positions.	
	0S	Special Training for Entry Professional (STEP)	Program for non-professionals to move into professional positions.
	0X	Crossover	Program for professionals to move fields.
Special Interest Code (Continued)	0Y	Other Upward Mobility Programs	
Academic Credit Code	01 - 05	Two digit numeric field indicating the type of academic training.	
	01	Undergraduate Academic Credit	
	02	Graduate Academic Credit	
	03	Continuing Education Credit	
	04	Post Graduate Credit	
	05	NA	
Training Credit Type Code	01-03	Two digit numeric code indicating the credit type.	Set to 03 if no other value is appropriate
	01	Semester Hours	
	02	Quarter Hours	
	03	Continuing Education Unit	
Direct Cost Code		One digit alpha-numeric field used to indicate if the direct cost of a course was an individual or contract course and whether it was funded by the agency or installation.	

Data Element	Acceptable Codes	Description & Definition	Guidelines
	A	Individual - funded by Center	
	B	Individual - funded by Agency	
	C	Contract - funded by Center	
	D	Contract - funded by Agency	
	0	No Direct Cost	If there is no Tuition, Books & Materials, or Other Direct Costs, then On-duty hours must be at least 1.
Per-Participant Cost	Blank - 99,999	Tuition amount expended by the government for each completed training instance.	If field is left blank, then Direct Cost Code must be Zero. Free text field. Do not enter $ sign. Leave field blank if zero cost
Books and Materials Cost	Blank – 99,999	Amount for Books and Materials expended by the government for each completed training instance	Free text field. Do not enter $ sign. Leave field blank if zero cost
Other Direct Cost	Blank – 99,999	Any other direct costs not covered in Tuition, or Book and Materials.	Free text field. Do not enter $ sign. Leave field blank if zero cost.
Indirect Cost Code		One digit alpha-numeric field used to indicate if the indirect cost (travel/per diem) related to a course was funded by the agency or installation.	
	A	Individual - funded by Center	
	B	Individual - Funded by Agency	
	0	No Indirect Cost	
Travel	Blank – 99,999	Total Dollar amount expended	

Data Element	Acceptable Codes	Description & Definition	Guidelines
		by the government for travel expenses for each completed training instance.	
Per Diem	Blank – 99,999	Total Dollar amount expended by the government for per diem expenses for each completed training instance.	
PO Number	Blank or Free text	Purchase Order Number assigned to transaction	
Category Code	See Regional Administrator for acceptable codes	Alpha-numeric code used to further categorize Type of Training	Each Center has discretion on how to use this field
Sub Category Code	See Regional Administrator for acceptable codes	Alpha-numeric code used to further sub-categorize Category Code	Each Center has discretion on how to use this field
Funding Organization	See Regional Administrator for acceptable codes	Four digit numeric code to identify which Directorate is funding a course.	Each Center has discretion on how to use this field
POC (Point of Contact)	See Regional Administrator for acceptable codes	Up to four-digit alpha code used to identify the Training Office personnel responsible for the administration of the course or training application.	Each Center has discretion on how to use this field.

Data Element	Acceptable Codes	Description & Definition	Guidelines

Updated 3/30/06
May, 2006

      data.u.menu.StudentSummary=Testing Summary by Classification
    data.u.menu.CustomReport=Custom Report
     data.u.menu.Criteria=Report Criteria
     data.u.menu.SATERNCustomReports=Custom Reports
     data.u.menu.TestEffectiveness=Test Effectiveness Report
    label.u.Ethics=Ethics
    label.u.TestsPassed=\# Tests Passed for Effective Period
    label.u.Center=Select Center
    label.u.LRC=Langley Research Center
    label.u.SOLARID=SOLAR ID
    label.u.Johnson=Johnson Space Center
    label.u.StudCpntID=Stud Cpnt ID
    label.u.RangeFrom=Days since Date From
    label.u.Company=Contracting Company
    label.u.DistractorSeed=Distractor Seed
    label.u.AnswerSelected=Answer Selected
    label.u.Course=Course Name
    label.u.OrgCodes=Enter ORG Codes
    label.u.GRC=Glenn Research Center
    label.u.TimesCorrect=Number of Times Question Answered Correctly
    label.u.TraineesTested.wrap=Trainees Tested
(by Last Name)
    label.u.LocationOrgCode=Location - Org. Code
    label.u.Other=Other
    label.u.CurrentUsers=Total Number Current Users
    label.u.SelectCenter=Select Center
    label.u.NASA=NASA
    label.u.Discipline=Select Discipline
    label.u.ChoicesRandomized=Choices Randomized
    label.u.DateGraded=Date Graded
    label.u.PassGrade=Pass Grade
    label.u.Engineering=Engineering
    label.u.Criteria=Details

Data Element	Acceptable Codes	Description & Definition	Guidelines

label.u.FinancialandResourceManagement=Financial and Resource Management
label.u.NonNASAContractor=Contractor (non-NASA)
label.u.LARC=Langley Research Center
label.u.TestsPassed.wrap=Tests Passed
for Effective Period
label.u.ARC=Ames Research Center
label.u.Procurement=Procurement
label.u.AllDisciplines=- All Disciplines -
label.u.TotalUsers=Total Users
label.u.OccupationalHealth=Occupational Health
label.u.Headquarters=Headquarters
label.u.ContractingCompany=Contracting Company
label.u.TestResults=Test Results
label.u.CivilServant=Civil Servant
label.u.ExamName=Exam Name
label.u.QuestionID=\
label.u.TimesAsked=Number of Times Question Asked
label.u.UserClass=User Class
label.u.Title=Description
label.u.DatesUsed=Report Dates\:
label.u.OrgDesc=Org Description
label.u.ModuleID=Module ID
label.u.GSFC=Goddard Space Flight Center
label.u.Contractor=Contractor
label.u.HumanResources=Human Resources
label.u.SSC=Stennis Space Center
label.u.TimesAsked.wrap=Number of Times
Question Asked
label.u.TestsTaken.wrap=Tests Taken
for Effective Period
label.u.CpntID=Course Number
label.u.TestTakers=Total \# Test Takers
label.u.TestsTaken=\# Tests Taken for Effective Period
label.u.ExportControl=Export Control
label.u.MSFC=Marshall Space Flight Center
label.u.Score=Score
label.u.InformationTechnologySecurity=Information Technology Security
label.u.CustomReport=Custom Report
label.u.UserID=User ID
label.u.SelectClassification=- All Classifications -

Data Element	Acceptable Codes	Description & Definition	Guidelines

label.u.TraineesTested=Trainees Tested (by Last Name)
label.u.NonNASACS=Civil Servant (non-NASA)
label.u.AllCenters=- All Centers -
label.u.Choices=Possible Answers
label.u.KSC=Kennedy Space Center
label.u.UserClassification=User Classification
label.u.HQ=NASA Headquarters
label.u.TechnologyTransfer=Technology Transfer
label.u.EnvironmentalManagement=Environmental Management
label.u.StudentId=Student ID
label.u.SafetyandMissionAssurance=Safety and Mission Assurance
label.u.RangeTo=Days before Day To
label.u.DFRC=Dryden Flight Research Center

March, 2007

Modified
instruction.Learner.Home
instruction.Learner.ExternalRequests
header.WelcomeToPlateauAdministrator

Added
data.menu.ContentReports
label.u.Yes
label.MaximumScore
label.NoOfAttempts
label.CreateNewAccount
label.u.Ends
error.Instructor.VLSSettings.Password.Required
header.Instructors.edit.VLSSettings
label.u.Domain
label.u.Comments
notification.StudentUnenrollment.SupervisorSubject
label.u.Courses
label.ReportOnFailuresOnly
label.CreateNewAccountQM

Data Element	Acceptable Codes	Description & Definition	Guidelines
alt.Tooltip			
label.PeakDailyLearnerCountForPastYear			
data.workflow.RunScoreSummaryReport			
label.ScheduleOfferingId			
label.u.Updated			
label.TotalLearners			
label.DataNotSpecified			
header.Components.view.Notifications.ViewNotificationForLearnerWithdrawalFromItem			
error.Instructor.VLSSettings.AccountID.EmailRequired			
label.UseExistingAccount			
label.u.Approvals			
label.CumulativeLearnerCountForPastYear			
error.vle.UpdateAccount.Failed.WithVLEID			
label.nasa.approvals.LearnerOrgID			
error.QuestionAssistant.ImportFile.ContainsRelativePath			
label.VLSAccountPassword			
label.u.Status			
label.notifyInstructorWhenLearnerWithdrawFromTheScheduledOffering			
header.Instructors.view.VLSSettings			
label.u.Email			
label.u.Starts			
error.vle.CreateAccount.Failed.WithVLEID			
label.blank			
error.Instructor.VLSSettings.AccountID.Used			
label.AccountPassword			
label.VLSAccountID			
data.menu.ScoreSummary			
error.Instructor.VLSSettings.AccountID.Remove.Used			
notification.StudentUnenrollment.InstructorSubject			
instruction.Instructors.VLSSettings.NotAvailable			
header.Components.edit.Notifications.EditNotificationForLearnerWithdrawalFromItem			
error.Instructor.VLSSettings.AccountID.Required			
error.fileupload.filename.maxlength.exceeded			
label.u.Location			
label.ScoreSummary			
notification.StudentUnenrollment.StudentSubject			
instruction.Report.ScoreSummary			

Data Element	Acceptable Codes	Description & Definition	Guidelines
label.MinimumScore			
label.TimeSpent			
label.FinalScore			
header.ScheduleInstances.view.Notifications.ViewNotificationForLearnerWithdrawalFromOffering			
error.SCORMImport.ManifestZipFile.ContainsRelativePath			
label.u.orgMatchAll			
label.u.Step			
label.nasa.LearnerHistoryReport			
label.AllowMultipleAssessments			
label.Iframes			
notification.StudentUnenrollment.OthersSubject			
notification.StudentUnenrollment.MessageText2			
notification.StudentUnenrollment.MessageText1			
label.u.Approver			
header.ScheduleInstances.edit.Notifications.EditNotificationForLearnerWithdrawalFromOffering			
label.notifyInstructorWhenLearnerWithdrawFromAScheduledOffering			

Appendix – TBA Item and Scheduled Offering Custom Fields

Data Element	Acceptable Codes	Description & Definition	Guidelines

Item Custom Field	Col #	Referenced	Ref. ID Value or Field Description
On Duty Hours	1	No	
Off Duty Hours	2	No	
Purpose of Training	3	Yes	
Type of Training	4	Yes	
Type of Training Sub-Code	5	Yes	
Source of Training	6	Yes	
Special Interest Code	7	Yes	
Academic Credit Code	8	Yes	
Training Credit Type Code	9	Yes	
Direct Cost Code	10	Yes	
Per Participant Cost	11	No	
Books & Materials Cost	12	No	
Other Direct Cost	13	No	
Indirect Cost Code	14	Yes	
Travel	15	No	
Per Diem	16	No	
PO Number	17	No	
Category Code	18	No	

Appendix – TBA Item and Scheduled Offering Custom Fields

Data Element	Acceptable Codes		Description & Definition	Guidelines
Sub Category Code	19	No		
Funding Org	20	No		
POC	21	No		
Budget Line Item	22	No		